

WEST DEAN PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY 11 NOVEMBER 2015 AT 7.30PM IN THE MUSIC ROOM AT WEST DEAN COLLEGE

Present: Cllrs Odin (Chairman), Cllrs Mrs Cochrane, Corbett, Goacher, Kendall, Pearmaine, Mrs Pearmaine, Rice and Mrs Slade.

In attendance: District Cllr H Potter
County Cllr J Hunt
G Burt, Clerk to the Council

1. Apologies for Absence

Phillip Kirk and Ciara Williams of Savills Smiths-Gore

2. Code of Conduct

(i) Declarations of Interests – None

(ii) Dispensation Requests – None.

3. Centurion Way

3.1 Nigel James, Area Manager of the SDNPA, accompanied by Alister Linton-Crook gave an update on the construction of the Centurion Way from Binderton to West Dean. Work had started in the summer and had been completed on time, including the relocation of a Menage. Outstanding works included fencing at Preston Farm and by the school. A stretch south of Binderton Bridge had been improved. It was hoped to have the route north of Binderton open before Christmas. Formal agreement had yet to be reached between the SDNPA and the Edward James Foundation (EJF) - the landowners, who were seeking amendments regarding responsibilities and upkeep. SDNPA believed they were not insurmountable and were confident they could be resolved. The route was due to terminate at the southern entrance of the tunnel at West Dean. The Head Teacher at the School had wanted to link the egress from the route to other road safety improvements in the locality. The SNPA had offered to part fund a *Safer Access and Road Project (SARP)* and asked the Parish Council to become involved. This offer was still on the table as they were keen to work with the Parish on resolving outstanding issues. They were due to meet the School the following week to progress this further.

3.2 Cllr Goacher believed the whole project had been a waste of money. It could not be opened by Christmas; the amount of fencing still to complete was considerable. There were important safety issues still to resolved, not just surrounding livestock. The Parish Council would like to see the maintenance plan. He had witnessed a contractor surfacing surfaces without any permission or authority. Cllr Goacher considered that the planning and execution of the whole project had been lacking in transparency, leaving villagers upset and bitter. Much of the new route was a shared access, and in parts was of insufficient width to safely accommodate walkers/cyclists alongside agricultural traffic.

3.3 Cllr Kendall echoed the point about possible conflict between users. Safety railings on the bridges were not of sufficient height. Where were the planned bollards at the end of the shared access? Signage was absent or inadequate to advise users, leading to the current situation where users were trying to enter/exit the route via unofficial routes.

- 3.4** There had been an incident where the Police had been called following reports of damage to the new route
- 3.5** The SDNPA representatives advised that the contractor, Edburtons, had been too enthusiastic leading to the surfacing of areas not intended. They refuted the allegation of underhandedness. Kiwi Fencing was due to return to site and complete works imminently. The Police not been called by the SDNPA and the allegation of damage had been unfounded.
- 3.6** Mrs Goacher, from the public gallery said many think that the route is already open, due to the inadequate fencing which is easily pushed aside.
- 3.7** The SDNPA representatives agreed to look at the width issues raised and all signage including that designed to inform and educate users.
- 3.8** Cllr Kendall advised that the new route had no links to the existing ROW network.
- 3.9** The SDNPA representatives advised signage would encourage due care and attention by users, by reminding them that farm vehicles etc also used part of the route. They would be happy to share the maintenance schedule with the Parish Council.
- 3.10** Mrs Goacher, from the public gallery queried the lack of an entrance and exit into the village itself.
- 3.11** Cllr Corbett said many of the concerns had not been addressed in the planning conditions. Would future maintenance be curtailed as a result of budget reductions? Maintenance of the current route was poor.
- 3.12** Mrs Goacher, from the public gallery said the lack of verbatim minutes of SDNPA meetings had meant that many of the concerns raised had not been recorded.
- 3.13** The Clerk was concerned about the personal safety of users of the route if they became trapped in the dead end at the tunnel entrance, with no means of escape.
- 3.14** Cllr Pearmaine said many of the customers to his shop were asking questions about the new route, including those already using it *unofficially*. Better fencing was required.
- 3.15** Cllr Corbett said better signage was needed urgently.
- 3.16** The SDNPA representatives remarked that perhaps they had underestimated the time to process the many permissions required.
- 3.17** Cllrs Mrs Slade who lived at Binderton had observed the users trying to get on to the new route.
- 3.18** The SDNPA representatives said they appreciated all the comments made and genuinely wished to work closely with the Parish.
- 3.19** Mrs Goacher, from the public gallery said that locals had advised that there never was going to be a safe egress from the route from the very outset, but they had been ignored.
- 3.20** The SDNPA representatives said they were happy to look at routes into the village and

confirmed that WSCC would continue to maintain the existing section. They were aware of Badger issues.

3.21 Cty Cllr Hunt queried existing and future maintenance regimes; he believed the stretch that WSCC currently maintained, it did as a favour rather than a legal responsibility.

3.22 Dis Cllr Potter asked what would happen if the facility wasn't used and fell into disrepair?

3.23 Cllr Corbett said the SDNPA needed to get the message out there as to when the route will be open, where it will lead to, and where that you can and can't get off it.

3.24 The SDNPA representatives said funds were available to complete all outstanding issues which they wished to do ASAP. Again, they were confident that all outstanding matters and concerns could be resolved.

3.25 The SDNPA representatives were thanked for attending.

4. Public Session

No questions.

5. Minutes

On a proposal by Cllr Goacher seconded by Cllr Pearmaine it was unanimously **RESOLVED** that the minutes of the meeting on 9 September 2015 be approved. They were duly signed as a correct record.

6. Matters Arising not already on the Agenda

None.

7. County Councillor's Report

Cllr Hunt had nothing new to report.

8. District Councillor's Report

Cllr Potter reported on recent clearance of vegetation and silt from the River Lavant through the area. WSCC had set up a *Task & Finish Group* to look at Flood Management; it was due to report in February. The new Hospice at Bosham had received planning consent, subject to the Sec. of State and Harbour Conservancy's consent/views.

9. Highways and Flooding

9.1 Landbuild had advised that work on the A286 works had been delayed due to WSCC's refusal to allow roadworks. Spoil below the hedge towards Singleton was encroaching onto the footway. The Beech hedge could not be pruned back further. Cty Cllr Hunt had asked highways to remove the spoil.

9.2 With little interest amongst residents to help with a *Safer Access and Road Project* (SARP), the New Homes Bonus allocation from CDC towards the project may no longer be required. Dis Cllr Potter advised that CDC might be reluctant to permit the funds being reassigned to another project. Clerk to seek clarification accordingly.

10. Traffic Action Committee

Cllr Corbett reported that there had been no progress on Community Speedwatch.

11. Playing Field

Following the Council's decision at the last meeting to hand back the bulk of the Playing Field and just retain a residue, RESOLVED that the Council agree to the new Licence as proposed by the EJF. The grass-cutting contractor had been instructed accordingly.

12 Planning Committee

No new applications had been received since the last meeting. Permission had been given for works to a Listed Building at Farbridge.

13. West Dean Cemetery and St. Andrew's Churchyard

13.1 Cllrs Goacher and Mrs Slade reported on their recent inspection, when they had undertaken topple tests on headstones. Several (14) had failed the test and were laid flat during the visit, which resulted in a complaint, although in that particular case, efforts had been made by the team to contact the person they believed had been looking after the plot, but to no avail. The Clerk would try to contact all those affected, where possible. The protocol for such tests would be circulated as appropriate. Maps of the site would be forwarded to Cllr Mrs Slade so that the maps on site could be replaced.

13.2 Cllr Mrs Slade said budgetary provision may be required in 2016-17 to cut back encroaching hedges and other vegetation; Cllr Goacher would provide a specification.

13.3 A gully outside the Cemetery Lytch Gate was very deep and caught the bottom of vehicles; Clerk to report.

14. Finance

Payments 10 September – 11 November 2015

On a proposal by Cllr Mrs Slade, seconded by Cllr Pearmaine the above payments, previously circulated, were unanimously APPROVED and are attached to and form part of these minutes. Appendix A.

14.1 Bank Reconciliation

The Bank Reconciliation to the 29 October 2015 was approved – Appendix B. In line with good practice, the Chairman, Cllr Odin inspected Barclays Bank statement Sheet 398 and initialled the corresponding balance.

14.2 Budget Update and 2016-17 Budget

A budget update, previously circulated was noted, including some revisions which were approved. A draft budget for 2016-17 was also tabled, to be considered and resolved at the January meeting, along with the precept. All as per Appendix C. The Clerk reported that West Dean would no longer be charging for room hire. Members concurred that it would be inappropriate to accept this generosity, as it could be seen to compromise the independence of the Council; Clerk to advise West Dean accordingly.

14.3 External Audit Report 2014-15

This had been previously circulated. Members were pleased to note that no matters had been raised.

15. **Village Event**
No progress.
16. **Chairman's Report / Councillors' Questions and Reports**
None
17. **Correspondence**
The Clerk had previously tabled a summary of notable correspondence from 10 September 2015– NOTED, attached to the minutes – Appendix D. Members requested that the IGas Energy Community Fund 2016 be considered at the next meeting.
18. **Date of Next Meeting**
The next meeting would be held on **Wednesday 6 January 2016 at 7.30pm in The Music Room at West Dean College.**
19. **Exclusion of Press & Public**
RESOLVED that due to the confidential nature of the following business (staffing) the press and public be instructed to withdraw.
20. **Clerk's Contract**
Clerk had circulated a draft contract, based on the NALC/SLCC model. RESOLVED that the Chairman sign the contract, amended as appropriate, on behalf of the Council accordingly.
21. **Pension**
The Clerk had circulated the recent briefing note on the requirement for employers to offer a workplace pension. In addition, the model contract referred to above which advises that the Council offers access to the Local Government Pension Scheme was a *contributory* scheme, where the employer was also obliged to contribute. He was seeking information on the implications of this.

The meeting finished at 8.30pm.

Signed:

Chairman of the Council

Date

FINANCIAL REPORT 11 NOVEMBER 2015

RECEIPTS: 10 SEPTEMBER - 11 NOVEMBER 2015

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
10/09/2015	120.00	200023	Ajax Trees FC	Rec Gd Pitch Fees
11/09/2015	5,171.00	BACS	CDC	Precept Part 2
11/09/2015	120.00	BACS	CDC	Council Tax Support Grant Part 2

5,411.00

PAYMENTS: 10 SEPTEMBER - 11 NOVEMBER 2015

DATE	£	CHEQUE NO	PAYEE	DESCRIPTION
11/09/2015	416.22	101228	Came & Co	Insurance Renewal
16/10/2015	35.00	DD	Info. Commissioner	Data Prot. Licence
11/11/2015	74.13	101229	Portsmouth Water	Water at Cemetery
11/11/2015	18.00	101230	SSALC	Clerk's Networking Day
11/11/2015	648.00	101231	Sussex Land Works	Rec Gd Grass Cutting - July/Aug/Sept
11/11/2015	250	101232	West Dean Ltd	Cont to J Ruffell leaving do
11/11/2015	240.00	101233	PKF Littlejohn LLP	Ext Audit 2014-15
11/11/2015	60.00	101234	HMRC	Clerk's Tax - Sept
11/11/2015	60.00	101234	HMRC	Clerk's Tax - Oct
11/11/2015	10.00	101235	ChI Payroll Services	Payroll - Sept
11/11/2015	10.00	101235	ChI Payroll Services	Payroll - Oct
11/11/2015	240.17	101236	G Burt	Clerk's Net salary - Sept
11/11/2015	240.17	101236	G Burt	Clerk's Net salary - Oct
11/11/2015	0.70	101236	G Burt	Copying
11/11/2015	48.73	101236	G Burt	Mileage

2,351.12

BANK RECONCILIATION				
AS OF 29 OCTOBER 2015				
PRESENTED TO COUNCIL ON 11 NOVEMBER 2015				
RECEIPTS & PAYMENTS				
Balance brought forward as at 31/03/2015		£39,589.27		
Add Total Receipts		16,852.86		
Less Total Payments		(29,719.23)		
TOTAL		£26,722.90	◀	
BANK				
Barclays		20,692.01		
Santander		6,000.89		
Imprest		30.00		
Less unpresented cheques				
Plus Uncleared Deposits		0.00		
TOTAL		£26,722.90	◀	

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WEST DEAN PARISH COUNCIL				
2015-16 Budget				
Item	Original Budget	Actual (11/11/15)	Revised Budget	2016-17
Balance b/f	39,589.27	39,589.27	39,589.27	20,000.00
VAT Income	4,805.79		5,732.68	3,500.00
Precept	10,342.00	10,342.00	10,342.00	10,342.00
Council Tax Support Grant	241.36	241.36	241.36	241.36
Cemetery Income	200	4.5	4.5	4.5
Rec. Ground Income	150	120	120	
Interest Income	10			
Insurance Claim				
Grants		6,145.00		
Miscellaneous Income				
	15,749.15	16,852.86	16,440.54	14,087.86
Clerk's Salary	3,800.00	2436.56	3,800.00	4000
Clerk's Home/Office	260	216	216	216
Clerk's Travel and Expenses	100	114.56	150	150
Computer	400		400	400
Stationery	100	10.38	100	100
Postage	50	27	50	50
Publicity	60		60	60
Other Admin	0	145	200	200
Grants including Section 1	500		500	500
Bank Charges	0		0	0
Audit Fees	260	350	350	350
Elections	700			
Insurance	450	416.22	416.22	416.22
Room Hire	100		0	0
Recreation Ground	1,500.00	1,180.00	1,500.00	1,000.00
Traffic Group	250		250	250
Cemetery	2,000.00	1,114.13	2,000.00	2,000.00
Churchyard		400	400.00	400.00
Table Tombs	500		500	500
Street Lights	500	494.03	494.03	500
Noticeboard	100		100	100
Dog Bin	350	295.36	295.36	300
Salt Bins	0			
Subscriptions	200	111.92	200	200
Bus Shelter Refurb.	0			
Op. Watershed	1,000.00	19,479.18	19,479.18	
Fingerposts	0			
Neighbourhood Plan	1,000.00		1,000.00	1,000.00
VAT Exp	3,000.00	4,578.79	4,578.79	3500
	17,180.00	31,369.13	37,039.58	16,192.22
Balance c/f	38,158.42	25,073.00	18,990.23	17,895.64

NOTABLE CORRESPONDENCE SUMMARY SINCE 9 September 2015

Date	From	Subject	Forwarded to all Councillors unless otherwise stated
10/09/2015	Police	Weekly Bulletin	
10/09/2015	SDNPA	South Downs National Park Local Plan: Preferred Options Consultation	
11/09/2015	SDNPA	South Downs Local Plan - Public Drop in sessions	
12/09/2015	SDNPA	Sussex Pathwatch Meetings	
12/09/2015	SDNPA	New walking guides on the South Downs Forum	
15/09/2015	WSCC	South Chichester County Local Committee - 22 September 2015 - agenda	
15/09/2015	SSALC	Sussex & Surrey Planning Events	
15/09/2015	CDC	Council to develop 20 year vision for Chichester	
15/09/2015	CDC	Support your farmers' market during British Food Fortnight	
15/09/2015	WSCC	Community Resilience - Are You Prepared? (Training Opportunities)	
16/09/2015	Police	Weekly Bulletin	
18/09/2015	CDALC	All Parishes Meeting - Wednesday 30 September 2015	Cllr Goacher
21/09/2015	SDNPA	Spitfires over the South Downs	
28/09/2015	SDNPA	Current Issues September Edition	
28/09/2015	SDNPA	Otters return to the River Rother on the South Downs Forum	
28/09/2015	Police	Weekly Bulletin	
29/09/2015	SSALC	Meeting with Chief Constable	
29/09/2015	SSALC	WSALC AGM	Cllrs Goacher & Pearmaine
02/10/2015	SSALC	SDNPA Planning Committee Agenda and Papers 8 October 2015	
02/10/2015	SDNPA	ROADS IN THE SOUTH DOWNS" - A NEW GUIDE BY THE SDNP	
02/10/2015	WSCC	area office - highways	
02/10/2015	WSCC	Finance Newsletter - Issue 5	
02/10/2015	WSCC	County News: Chichester district September 2015	
02/10/2015	Police	Weekly Bulletin	
05/10/2015	WSCC	South Chichester County Local Committee - 22 September 2015 - minutes	
05/10/2015	SDNPA	Read and comment on the South Downs Local Plan on the South Downs Forum	
11/10/2015	WSCC	Enabling closer working between the emergency services including PCC governance for Fire services	
11/10/2015	CDC	All Parishes Meetings	
11/10/2015	SDNPA	Presentation from the recent SDNPA Parish Workshops Consultation on the South Downs Local Plan: Preferred Options	
11/10/2015	WSCC	Adult Social Care Update - October 2015	
13/10/2015	SDNPA	FW: Sussex Pathwatch Meetings	

14/10/2015	WSSC	Care Month Companion - Issue On	
14/10/2015	SSALC	Elections for 3 Directly Elected members of Smaller Councils' Committee 2016-2017	
14/10/2015	SDNPA	Key highlights and case studies	
22/10/2015	SDNPA	South Downs Local Plan Newsletter Issue 3	
22/10/2015	Police	Weekly Bulletin	
22/10/2015	WSSC	Young Person's Travel Survey	
22/10/2015	Police	Chichester neighbourhood update	
22/10/2015	SDNPA	Local Plan consultation continues on the South Downs Forum	
22/10/2015	Police	Weekly Bulletin	
27/10/2015	NHS	NHS Coastal West Sussex CCG: Survey on primary and urgent care	
27/10/2015	SDNPA	Alfriston, rural crime awareness and wild about gardens on the South Downs Forum	
27/10/2015	WSSC	South Chichester County Local Committee	
27/10/2015	Police	TalkTalk cyber attack - advice on protecting yourself	
27/10/2015	WSSC	New West Sussex Trading Standards residents newsletter	
27/10/2015	WSSC	Care Month Companion - Issue Two	
02/11/2015	WSSC	County News: Chichester district October 2015	
02/11/2015	CDC	Chichester in Partnership Ebulletin -Oct 2015	
02/11/2015	SDNPA	Current Issues September Edition	
02/11/2015	WSSC	Care Month Companion - Issue Three	
02/11/2015	Police	Weekly Bulletin	
05/11/2015	Igas	Launch of 2016 IGas Energy Community Fund	
05/11/2015	PCC	How much would you pay for policing in Sussex?	
05/11/2015	NHS	Do you want to learn more about the NHS and gain the skills and confidence to participate?	
05/11/2015	CDC	Media Release: Councillors continue to support households on low incomes across Chichester District	
05/11/2015	CDC	Media release: Council will lift the lid on its work as part of national Twitter campaign	
05/11/2015	SDNPA	SDNPA Planning Committee Agenda and Papers 12 November 2015	
05/11/2015	SSALC	SSALC November Newsletter 2015	
06/11/2015	Police	Weekly Bulletin	
06/11/2015	WSSC	Care Month Companion - Issue Four	
06/11/2015	CDC	Media Release: Facebook giveaway will highlight Chichester District as a top Christmas shopping destination	
09/11/2015	SDNPA	Volunteers to the fore on the South Downs Forum	